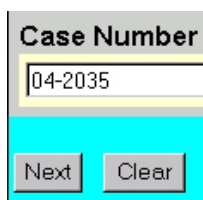


**Motion for Default Judgment.**

**STEP 1** Select **Adversary** from the *Main Menu*, and then click on the **Motions/Applications** hypertext link.



**STEP 2** The **Case Number** entry screen displays.



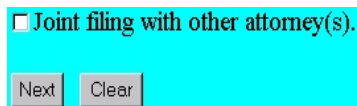
- ◆ **Case Number** - enter a case number in YY-NNNN format
- ◆ Click on the **Next** button.

**STEP 3** The **select the type of motion being filed** screen displays.



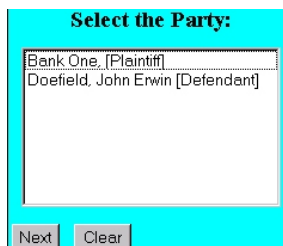
- ◆ Scroll down the list and click on **Default Judgement**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** prompt is displayed.



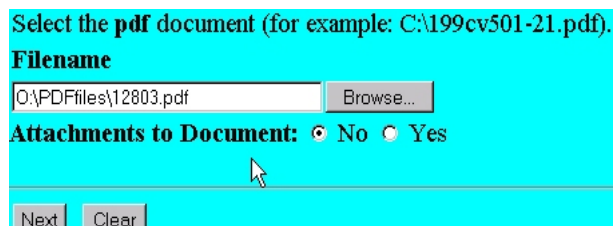
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click **Next** to continue.

**STEP 5** The **Select the Party** screen displays.



- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

**STEP 6** The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Yes** radio button to **attach the Proposed Order** and any additional documents, (e.g. an exhibit, appendix).
- ◆ Click on the **Next** button.

**STEP 7** The **Select one or more attachments:** screen displays.

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list. As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

**STEP 8** The **Against Whom and With Certificate of Service** screen displays.

- ◆ **Against Whom?:** Type in the name or role of the party (s).
- ◆ Type in a lowercase 'y' if the motion contains a **Certificate of Service**
- ◆ Click on the **Next** button.

**STEP 9** The **Docket Text: Modify as Appropriate** screen displays.

- ◆ Add additional text if needed.
- ◆ Click on the **Next** button

**STEP 10** The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

**STEP 11** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.